SCRIPTS FOR COMIT PRE-PROPOSAL CONFERENCE SITE TOURS

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SCRIPT FOR COMIT PRE-PROPOSAL CONFERENCE TOUR
External Relations Office (ERO) Areas B2S and B2N

Area Name	Description	Directions to Next Area
B2S, Teague front Lobby	Welcome to the 2 South building here at JSC that houses our Television Operations area. It is here in this building that Public Affairs Television for NASA is created. Television is one of the primary communications tool for NASA to inform the public of our activities. Just a reminder: in order to provide the same information to all tour participants and prospective Offerors on the COMIT contract, I will be using this script and cannot answer additional questions that you may want to ask during the tour at this time. Please make note of your questions in writing and we will collect those questions and provide a written response, which will be posted on the COMIT website. Let us now proceed down the side hall to the TV entry area.	Moving from Bldg. 2S Lobby to the back TV area 1st floor. Assemble near the TV Monitor at the front of the Teague Lobby for welcome. The tour leader will stand and speak.
TV Entry area Inside Studio B Room 180	The doors are totally cyber locked for IT Security all around the TV Operations area. The first area we will look at is our Studio B. This fairly new studio allows reporters or virtual guests to get more personal with the Astronauts and other NASA personnel, including Astronauts about to go off on space missions, in a more informal setting when we have a press conference, or social media formatted event. The video and audio are sent upstairs to the Production Control Room or PCR and Audio Control Room (ACR) where our Director calls the shots to incorporate into NASA TV broadcast. We will be visiting there shortly. You can see in this smaller live studio area we use LED Professional TV Lighting mostly to control the heat. This area we have as a general collaboration area for other JSC Directorates	Move down the hall and stop to form up in the TV Entry Area. South Entrance to 2S. Move then into Studio B(room 180) Form up and move down hall to Audio Production (room 181) on right.

Area Name	Description	Directions to Next Area
	when not used by us. This gives this area a greater value to JSC.	
1st Floor Audio Production Room (181)	In this room we have an extensive Audio Production capability where the latest equipment allows our audio specialists to work their miracles meeting the highest production standards. Aside from the integrated equipment we have a fully stocked production music library on the par with those used by the Discovery Channel or National Geographic. To the rear--this Apollo era proprietary audio recorder/playback recorded 29 tracks in Mission Control during missions. Created especially for NASA it is used to pull audio from early missions.	Gather inside the Audio Production Room.
Return to Hallway		Return to Hallway
Go past cyber door	Up ahead we have our primary TV studio	Move into Studio
Inside main Studio 182	Here you can see a standard large TV studio; we call Studio A, with incandescent lighting and lots of capability. To the back we have a rear screen projector for interview backgrounds. This is where we have a modern high power DLP projector that projects what scenes we want as background from space, an office or International Space Station---we have thousands of video or slides to choose from. We also can use premade sets. The cameras we use here, and in other studios or live shots anywhere are from Ikegami, with native HD, 1080P, 720P, 480P or standard SDI digital video. NASA HD Standard is 720P at present. We have ancillary equipment for professional camera recording, such as floating rail tracks to do walking shots, Jimmy Jig to mount camera high and smoothly do movie style pans and other such equipment that our team utilizes. We walked past the audio announcing booth over here, which is also used for our	Form up Main TV Studio floor (182) Form up in studio to move to stairs outside entrance

Area Name	Description	Directions to Next Area
	interpreters. All this is controlled from our Director upstairs in the PCR where we will be going next.	
Upstairs into PCR 211	This is where the magic happens as our Director controls the video and audio shots from any of our studios here in 2 south and in 2 north next door. You can see it's like the deck of the Starship Enterprise. We have and can control signals coming from space, from Russia, from all the NASA centers across the nation and anywhere else. We have done live shots from the Whitehouse and from the Pope who wanted to speak to the European Space Agency Italian Astronaut aboard the International Space Station. Our PCR team directs a daily weekday live 30-minute long look at what is happening onboard the ISS, as well as all other Public Affairs Office (PAO) programs. These devices down here are NASA unique DEVICE units that allow our staff to speak with mission control, other centers, Russia and more. Our audio team next door is one of the few that speak directly with the Astronauts on the ISS when preparing for Earth to Space interviews. Now let's take a look at the Audio Control Room (ACR) ACR next door.	Upstairs to the PCR room 211
Enter ACR 210		Enter ACR
Gather around ACR	Here we have a massive digital audio control board that allows audio from all the locations we outlined next door in the PCR to be controlled professionally. 124 digital channels for our team to control with signals from space and all over the world. One of the most difficult situations when receiving audio & video from the ISS in space is that the audio and video come as much as 5 seconds separately. So matching them up during interviews takes both technical skill and artistry. Our crew members are masters of it and provide the TV Director with perfect audio matched to video day after	ACR room 210

Area Name	Description	Directions to Next Area
	day. The equipment in here and the exact skills needed take as long as 6 months to train before they are fully qualified. There is also a special phone bridge that the ACR controls for Press Conferences. It handles up to 15 calls from all over the world. We are the only center with this capability so our team is involved in many press briefings for all 10 NASA locations. Let's look now, next door at where the audio & video is processed.	Move into equipment room 208
Move into room 208	Here is the technical area that processes the AV that our team is working with for both live events and from our edit suites which we will look at next. We are totally HD with conversions to SDI digital video when requested. We have to maintain perfect temperature levels here as called for by the manufacturing companies of these complex units. Now to the Edit suites.	Gather around the equipment room 208
Move into Edit suites 205.	This is where another high skill is necessary—to edit video and audio to create NASA JSC productions that are both accurate technically and artistic. These productions are aired on the NASA TV cable channels around the nation with some edited work on news outlets, local, regional and network. We have 5 of these units within our various edit suits that have a 128 TB storage and control system downstairs for state of the art products. We also have a computer Graphics Artist with state of the art software for all the graphic needs required in our productions. All of it is controlled, created and distributed from this building. We are in the process of over this year obtaining an updated system. We have a formal Press Conference briefing room next door that is controlled by the PCR up here that we will move to now.	Move into Edit suites 205
Move now to B-2N	This newly refurbished PAO building houses our	Gather up and move down the back stairs and through 2S to B-2N main entrance.

Area Name	Description	Directions to Next Area
Move into Press Briefing room 101	offices for the News and the Community, Communications Division. Here at the entry we designed it to meet the expectations of arriving media with the space suit , then as you enter the video screen on the left with what is airing on NASA TV at that moment and the other a bit to the right shows what mission is in space and details of NASA missions, programs and projects. It also has current photos and some NASA History. Over to the left here we have a place to hand out news releases and videos to the media. As you look straight ahead (on right) you see our TV wall with all the major News Networks so our team during missions can see what is being reported. Behind the counter our team has telephones to answer media requests when missions or news events result in numerous media inquiries. Now on the Press Briefing room where we host the media attending formal news briefings. As we enter you see enlarged photo walls with the new Space Launch System launching with smoke and fire, with the ISS on one side and the Orion capsule that will launch aboard SLS and go to Mars on the right.

We now move into the actual Formal Press Briefing Room. It can hold 99 Media Reporters and with the phone bridge we mentioned before we can add up to 15 more from other locations. In here we have high level briefings from the Administrator of NASA, The ISS Program Manager, scientists announcing new NASA discoveries and other news breaking events. We have cool TV lights to help control the heat buildup and special floor openings near all the seats where the media can plug in for HD video and audio that our high end HD cameras provide of the Press Conference.

That ends our formal tour of the PAO TV and News Operational areas. | Gather at the entrance to B-2N

MOVE Into Briefing Gather group at entrance then into Press Briefing Room 101 |

Area Name	Description	Directions to Next Area
	Let me introduce Lynnette Madison from our Client Relations and Communications Division who will give you a short briefing and tour of their operations.	

Area Name	Description	Directions to Next Area
Client Relations and Communications Office: Begin at room 102 and walk thru.	Welcome. Client Relations and Communications Office is a vital part of the External Relations Office efforts to inform, educate and engage with the center's internal audience, the many facets of an external audience, and provide quality customer services and build strong relationships with the programs and offices across the center and NASA headquarters. Our ERO primary goal is to "Stimulate actions by others to advance human space exploration." Please note that in order to provide the same information to all tour participants and prospective Offerors on this contract, I will be using this script and cannot answer additional questions you may wish to ask during the tour. This tour will take you through our office area only. Please make note of your questions in writing so that we may collect those to provide you and other attendees with a formal response. Our goal is to provide your organization quality tools to communicate the best messages, through the right channels, that can be measured against well-considered organizational and communications-specific goals. We establish and maintain strategic relationships focused on valued stakeholders. Our office is divided into two divisions: Client Management and Internal Communications and Community Relations and Public Engagement. Within those divisions there are a number of diverse responsibilities. This office manages the center's Protocol Office, a highly visible office as it provides tour	Start at front door and walk thru showing offices and conference rooms.

support to VIP and VVIP groups who may have a direct impact on decisions and partnerships, or have influence in the aerospace community or with the voting public. Tours for these influencers typically range from 1-4 hours in length and may be anywhere from 1 guest to up to 60 guests. Logistical planning with scheduling facilities, transportation, security and subject matter experts for briefings are all part of protocol's responsibilities.

In addition, we have guest operations for launch and other events and we work with national and international celebrities for tours; in turn working with these individuals to become champions for NASA.

Our Center Director support team oversees executive invitations for the center director and staff, including working talking points and event background packages, and working closely with the center director. This group also provides speeches/talking points, PowerPoint presentations and works with the video production crew to provide videos for senior staff for outreach activities.

Our account managers are experts in providing quality communication, marketing, and branding for the numerous organizations here on campus, for example the space station program and the new crew module that you may remember from its first test flight in December. One of the primary responsibilities is developing and implementing communications plans.

This group also works with NASA headquarters Space Flight Awareness program, a NASA-wide human spaceflight awards recognition program for employees and contractors. Known as SFA, this group also keeps the NASA website updated and organizes the recognition events across the

agency.

Our account managers also work with the Agency's Astronaut Appearances Office to determine strategic public engagement and also with Space Center Houston, our official visitor center as a liaison between the center and our visitor center.

Additionally, CRC provides the center's internal communications. The team is responsible for writing, editing and publishing a quarterly full color 12-page magazine-like newsletter for employees and public; additionally maintaining a listserv and updating the web after each publication. Primarily the team also serves as a "beat" reporter for the center. The team develops story ideas, writes and publishes to the web a minimum of twice weekly articles for the internal features page. Some of these are also used on the center's external web site, as determined by the team. In addition, a daily internal news and event email, center-wide email alerts for events, and gate sign announcements are managed by this group.

This team also maintains two of the centers primary internal web pages: Inside JSC, the center's landing page, and JSC 2.0, a page focused on the Center Director's vision for the center.

CRC also provides metric analysis of events and publications for customers to help with strategic planning. In addition, CRC offers our customers web page design, development and maintenance, working closely with the Information Resources Directorate.

CRC manages the center's Speakers Bureau, V-CORPs and Outreach Programs. This entails finding, facilitating and supporting volunteers and speakers, approving incoming event

requests, confirming events with requesters, volunteers/speakers, and their management. These responsibilities include matching events with the appropriate speaker based on topic requested, audience description, audience size, target audience, expected audience size, and presentation type. We provide customer service support to each request by way of email or telephone correspondence to the requesters, volunteers, and speakers.

CRC oversees the center's public inquiries, responding to questions and queries from the public and develops and oversees outreach materials such as posters, bookmarks, brochures and other distribution items.

CRC has a close working relationship with the local communities, including Clear Lake area and Houston.

CRC manages event planning for the center and center organizations. Our office provides guidance and support for on-site employee-hosted events; manages on-site events for employees, invitees or the public; advises on events and exhibits; and coordinates partnerships with NASA centers, programs, departments and teams for one-time or multiple venue events. One of our current efforts is supporting the ISS Program with Destination Station, which travels around the country engaging potential researchers in the opportunity to fly their research on the ISS National Lab.

We work with JSC's Staging and Presentation team to provide the right technical and equipment support to NASA sponsored meetings, conferences and events.

CRC operates an active traveling exhibits program with exhibits, displays, spacecraft models, spacesuits and various space artifacts

	made available for use on a first-come, first-served basis for short (1-29 days) and long-term (30-90 days) loans. In most instances proof of insurance is necessary to borrow these items. In addition, the exhibit office manages Lunar Sample loans and other high profile artifacts requiring meticulous tracking. Thank you very much for your attention during the tour today. If you have any questions, remember to write them down for formal answers. It has been my pleasure.	

SCRIPT FOR COMIT PRE-PROPOSAL CONFERENCE SITE TOUR
Building 8 Multimedia

Area Name	Description	Directions to Next Area
1st Floor Lobby at receptionist desk	Welcome to building 8. This building houses the centralized facilities at JSC for television and photography. This building is also currently occupied by the flight surgeon offices, optometry office, and the JSC clinic. These are not related to the COMIT contract and the imagery operations that I'm going to show you today. Just a reminder: in order to provide the same information to all tour participants and prospective offerors on the COMIT contract, I will be using this script and cannot answer additional questions that you may want to ask during the tour at this time. Please make note of your questions in writing and we will collect those questions and provide a written response, which will be posted on the COMIT website. When you first enter this building you notice the Building 8 End User Support Desk. Requests for imagery services and products are processed through this position. They handle all walk-up inquiries and track the status of imagery services and distribute video and photographic products to customers who come to the services desk.	Follow briefer
1st Floor Photographic Lab	All still photographic products come through the Photographic Lab. Whether it was shot by one of our JSC Photographers, originated on film from one of our Human Space Flight programs, or is coming down from the International Space Station (ISS), it all starts its processing here. The	

Area Name	Description	Directions to Next Area
	Photographic Lab is responsible for NASA numbering, processing, and disseminating all human space flight imagery. Images can be distributed online to an internal NASA site, sent via secure FTP, burned to disk or printed out.	
1st Floor Finish and Mounting Area (Point out Z-D system)	We are in the Finish and Mounting area. All of the Photo lab products undergo quality control checks and are then taken for final finishing and shipping. This includes cutting, trimming, and matting photos. All imagery undergoes a minimum of two quality control steps to ensure that finish and colors are correct. All the chemicals that are used in the photo lab are processed by our Zero Discharge system. This system, by distillation, reduces the photo fluid waste to sludge and generates water that is reused by our processors. This greatly reduces the output of hazardous chemicals by the lab.	
1st Floor Frontier, Lambda and ink jet:	Once we have a digital file we can produce any number of standard and custom photo products. We have large, medium and small format photographic printers, as well as ink jet capability. From 4" x 6" prints all the way up to 48-inch- wide banners and murals.	
1st Floor Electronic Still Camera (ESC) console	This is the Electronic Still Camera (ESC) console that supports missions. Specifically, this area supports International Space Station downlinked still imagery. It is staffed 8-hours-a-day, 5-days-a-week. During Orion Operational missions and as a back-up, ESC also has a console position in Mission Control in Building 30.	
1st Floor Studio and Photography Area	The studio is used to take pictures of space flight crews, portraits of astronauts, management, and other VIPs. It is also used to photograph images of space hardware. The photographer workstations are used to screen	

Area Name	Description	Directions to Next Area
	and evaluate imagery.	
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1st Floor Scanning	We scan and archive all original spaceflight film and institutional film. 35mm, 70mm and 5 inch original flight film is scanned using custom imagery scanners. All of the original flight film is stored in a cold vault here in Building 8 on the second floor.	Lead group upstairs.
2nd Floor Television Area	The second floor of this building contains the systems of the Video Control Center. Due to the sensitivity of some of space station activities that are downlinked and recorded here (such as daily exercise video of the ISS astronauts on treadmills) the tour does not include visiting the Johnson TV technical control area or Mission Video or the Digital Mastering system. The systems run contemporary digital video applications such as DALET, Rozet and Final Cut Pro. The systems run on a sub-net on the JSC institutional computer network and have interfaces to video networks, the JSC Wan, and Mission Control. The Johnson TV area performs as the technical control for operating the television networks and Johnson TV is connected by an audio system to other JSC television organizations in order to coordinate and perform their work. Mission video systems are used to record spacecraft downlinked video (primarily Space Station video) on automated servers. The operators review and discard digitized video that does not meet the criteria for archiving.	Follow briefer

Area Name	Description	Directions to Next Area
	Mission video also performs playbacks to Mission Control upon request. NASA Television, when it originates from JSC, is also recorded here. Johnson TV and Mission Video are staffed at all times while the Space Station crew is scheduled to be awake. The networks operated by Johnson TV include a cable television system, an Optibase IPTV system, a hub and spoke fiber network and interfaces to the MCC, the JSC production facilities in building 2, Ustream, the NASA digital television network, Russia, Japan, and the Marshall Space flight Center. COTS video encoders (such as those made by Sencore) are used in the transmission and reception of video. During periods when sensitive video material is downlinked, those interfaces are controlled by the Johnson TV operator in order to restrict the distribution of video.	
2nd Floor Video Imagery Product Room (VIPR) and the Digital Mastering Suite (DMS)	The Video Imagery Product Room and the Digital Mastering suite are used to edit video and provide small productions, dubs, files and discs. The systems in the DMS are used to encode video imagery for online posting.	
2nd Floor Mission Video Cataloging	The Mission video cataloging area is operated in order to add descriptive information and metadata about the content of the video. The cataloging system is also used by the operators to search, upon request, for previously recorded video in order to produce edit decision lists.	
2nd Floor Video File Facility:	The Video File Facility contains the processors, SAN storage and servers that support the activities in Mission Video, the Video Imagery Production Room and the Digital Mastering Suite.	
2nd Floor Video	The second floor of Building 8 houses our Video	

Area Name	Description	Directions to Next Area
Repository	Tape Repository or library. This is one of our repositories for storing master video recordings and making them available for duplication. This facility is maintained at constant temperature and humidity for the preservation of the imagery media. This library contains workstations for reviewing new recordings and entering catalog information into our library management software. This tape library is not a lending library; tapes are retrieved for duplication or playback in this facility or the TV Production facilities in Building 2, and then they are returned to the library.	
2nd Floor Film Vault	Our Cold Storage Film Vault houses original space flight film. It is the repository for all original manned spaceflight film flown onboard U.S. space vehicles. This vault's temperature and humidity is strictly controlled to maintain the imagery media.	
2nd Floor Maintenance Offices	Maintenance Offices	Group exits the building through main entrance and returns to the bus.

SCRIPT FOR COMIT PRE-PROPOSAL CONFERENCE SITE TOUR
B46 Central Computing Facility (CCF)

Area Name	Description	Directions to Next Area
Meet at loading dock entrance - Tour Begin	Welcome to Building 46. Building 46 was constructed in 1988 for purpose of housing JSC's mainframe computers. At that time, the 2nd and 3rd floors, as well as most of the first floor contained mainframes. Miniaturization and transfer of functionality to MSFC led to an increase in unused space. Most of the first floor is now used as office space. Central Computing Facility (CCF) currently consists of the 2nd and 3rd floors. CCF has approximately 28,000 sq. ft. usable for operations. Just a reminder: in order to provide the same information to all tour participants and prospective offerors on the COMIT contract, I will be using this script and cannot answer additional questions that you may want to ask during the tour at this time. Please make note of your questions in writing and we will collect those questions and provide a written response, which will be posted on the COMIT website.	Ride elevator to 3rd floor
Enter 3rd Floor CCF	The CCF has been designated as a Mission Essential Infrastructure (MEI), and as a result, is equipped with a Proximity Card reader system. Access controlled through JSC Security procedures. **Zone 2 – Human Health and Performance** o Production and test systems for Human Health and Performance group. o Health and medical records o Flight Medicine Clinic (FMC) and Occupational Medical Clinic (OMC) data,	

Area Name	Description	Directions to Next Area
	o Pharmacy drug Database **Zone 3 - ISS systems** o The International Space Station utilizes over 30 production and engineering machines as well as equal machines for development and testing purposes. These machines provide some application, CAD and Noise modeling function for engineers but the majority provides simple file storage, database, and web access functions. These databases provide a repository for the Vehicle Master DataBase (VMDB) which tracks every nut, bolt, widget and wire that will ever be aboard the Station, the Lessons Learned Data Base (LLDB), Problem Reporting And Corrective Action database (PRACA), as well as a host of other functions such as Single Sign On for Station (a new and not fully implemented process), and several Web servers. o In total, the Station provides support to customers in 16 nations and half the states in the Union. **Zone 4 - Stennis Warm Site** o Warm site for Stennis Space Center Critical Applications. Stennis Space Center is located in Bay St. Louis, MS. **Zone 5 – Safety and Mission Assurance** o Production and test systems for Safety and Mission Assurance group. **Zone 6 – ITAMS/NICS Systems** o IT Security o Boundary Services o Active Directory o Patchlink o NetIQ o Chief Financial Officer	

Area Name	Description	Directions to Next Area
	○ Local Networking ○ Web Servers ○ App Servers ○ SharePoint **Zone 7 - Networking area** ○ Building 46 is the hub for all institutional Network connectivity at JSC. ○ Each building has a network, and each of those networks connect to building 46 via the fiber, switches and routers in Room 300. Building 46 is backed up by Building 17, which can accept communications in the event of a problem in building 46. ○ The networking for Building 46 is constructed to provide high availability for the servers located in this facility. The network here is more robust than any of the other JSC institutional building networks, because of the importance of the services provide by this building. ○ The JSC Isolation Network (ISOLAN) also Comes together in B46. The Isolation Network is the focal point for Clear Lake area contractors, public servers. Also, the JSC Internet connection is through the ISOLAN. **Zone 8 – Engineering** ○ Aerolab ○ FML Lab (Flight Mechanics Lab) ○ AGDL Lab (Autonomous GN&C Development Lab) ○ Thermal Analysis ○ Computational Fluid Dynamics ○ Division business infrastructure **Zone 9 - NOMAD/NDC Area** ○ NOMAD offers an integrated email, task	

Area Name	Description	Directions to Next Area
	Management, and calendar solution across the Agency. NASA users have the benefit of integrated features such as email, calendar, to-do list, address book, and task management on the desktop via Outlook (for Windows), Entourage (for Macintosh), and Mozilla Thunderbird (for Linux/UNIX). **Zone 10 – ITAMS Systems** o Consolidated Storage Management (CSM) The CSM is a centralized system that provides storage resources for JSC. The CSM includes an Enterprise-level Storage Area Network or SAN with connected Storage Arrays and Tape Library systems, plus high-availability front-end systems to serve out the file shares to the end user. The principal users of the CSM are the Space Shuttle, Space Station, and the Engineering Directorate. o Design and Data Management System (DDMS) The Design and Data Management System (DDMS) project is a cooperative effort between Engineering and IRD whose overall objective is an integrated approach to collecting, managing, warehousing and accessing engineering design data and document data. The DDMS Document Management tool manages documents electronically instead of on paper. Users can house their projects and organization documents in one location and then link, reference or attach various types of data. With this tool, documents can go from draft and collaboration through electronic approval. o Image Repositories	

Area Name	Description	Directions to Next Area
	Consists of many collections. The collections include: • Apollo • Bench Review • Gemini • History (Historical NASA Photos • ISS Missions) • Mercury • OMSB (Orbiter Mechanical Systems Branch) • Patches • PIX (PAO Imagery eXchange) • Skylab • Soyuz • STS Missions o Digital Imagery Management System Web-based, searchable database containing ISS hardware and flight still imagery	
Go down stairs to 2nd floor	Approximately 12,000 sq. ft. usable area on the 2nd floor, 8,000 sq. ft. reserved for N ADT Consolidation Center (NACC) cold site **Zone 11 - UPS Rooms** o Location of UPS units. **Zone 12 - IRD LAB** o The Lab is used for testing and prototyping new systems and applications o It is also used for testing, prototyping and evaluating new technologies o The Lab has a network element for network related testing o The Lab has core systems to support Lab functions along with physical and virtual	Enter 2nd Floor Controlled Access Area (CAA) area

Area Name	Description	Directions to Next Area

	systems that are provisioned for Lab users
	o Users request resources through Lab requests
	o The Lab has a contract Lab Manager that is responsible for daily operations as well as:
	o Processing Lab requests
	o Maintaining the Lab database
	o Provisioning and decommissioning test systems for users
	o Maintaining and administering core systems
	o Maintaining the physical hardware for user's tests
	o Providing input for the Lab Roadmap and systems engineering
	o The Lab does not provide technical or engineering support to Lab users for their tests
	
	Zone 13 – Staging area
	o This area is used for the unpacking, setup, and testing for production replacement systems
	      o Once systems are tested, they can be moved
	  to the third floor for operations.
	
	Zone 14 - Network Control Center (NCC) – Room 206
	o Contains tools used to monitor the health and status of the JSC network.
	o From the NCC, all of the Cisco routers and switches can be managed, configured and enabled/disabled.	

		Go down Elevator to first floor
		End Tour

SCRIPT FOR COMIT PRE-PROPOSAL CONFERENCE SITE TOUR
B227 Graphics and Data Conversion

Area	Description	Directions to Next Area
B-227, Door 1, Entry area	Welcome to the NASA Graphics Department located here in B-227. This is where the majority of the graphics for JSC are created. Just a reminder: in order to provide the same information to all tour participants and prospective offerors on the COMIT contract, I will be using this script and cannot answer additional questions that you may want to ask during the tour at this time. Please make note of your questions in writing and we will collect those questions and provide a written response, which will be posted on the COMIT website.	Move from front entry area to main design area of graphics.
Design area	This is where the Designers and Editors are located with their own individual spaces.	Move from design area to the Matt/Mount room
Matt/Mount room	This production room is where we are able to matt, mount or frame. Located in this room is our spray booth and large format plotter, we are able to plot and mount upwards of 4x8 if needed. In here is where we would attach any flown items to presentation, cut matts, do final production on signs, posters, table banners, etc.	Return to door 1 and proceed around the outside of the building to door
Door 6 , Entry area and proceed to room 30 & 29	Welcome to the NASA Data Conversion Department located here in Building 227. Room 30. In this area we scan color or B&W documents up to 11x17" and up to 100" in length. We convert scanned files to searchable PDF files	Return to door 6 entry area

Area	Description	Directions to Next Area
	and check each page for proper orientation and scan quality. We will place the files on CD/DVD or server and return originals to the customer. (The scanner model: PANASONIC KV-S3105C.) Room 29. In this area we send and receive customer electronic jobs. We also have a flatbed color or B&W scanner for delicate scans or bound books. (The scanner model: PANASONIC KV-S7065C.)	
Door 6, entry area	In this area we scan and plot oversize drawings up to 36 inches wide by 20 foot long. We can fold drawings down to Letter size. (The model: Xerox 721P Copy System.) We convert scanned files to PDF files and check each page for proper orientation and scan quality. We will place the files on CD/DVD or server and return originals to the customer. We also plot to the customers requested size or fold to customers specs.	Move to room 34
Room 34	In this room we scan microfiche and Aperture cards and convert to PDF files. We convert the scanned files to searchable PDF files and check each page for proper orientation and scan quality. We will place the files on CD/DVD or server and return originals to the customer. (The microfiche scanner is a WICKS AND WILSON FS300. The Aperture card scanner is a WICKS AND WILSON C-250.)	Return to door 6 to load on the busses.

SCRIPT FOR COMIT PRE-PROPOSAL CONFERENCE SITE TOUR
Offsite Exhibits Warehouse and Fabrication Shop

Area Name	Description	Directions to Next Area
Arrive at rear of building Offsite address: 10108 Point Lookout Drive, Nassau Bay, TX	Welcome to the Exhibit Warehouse and Fabrication Shop. This is a contractor-leased facility. Just a reminder: in order to provide the same information to all tour participants and prospective Offerors on the COMIT contract, I will be using this script and cannot answer additional questions that you may want to ask during the tour at this time. Please make note of your questions in writing and we will collect those questions and provide a written response, which will be posted on the COMIT website. To your immediate left is the exhibits office. This is where inbound and outbound shipments of exhibits are processed. [Group proceeds further into the warehouse] The main portion of this part of the building is for storage of exhibits (Government-Furnished Property).	Enter through roll-up door
Enter the main fabrication area	As we go up the ramp you enter the main fabrication area. You will see to your left the storage bins for parts and pieces of exhibits. In this area, we construct and assemble all exhibits that are used in the traveling exhibits program or for special exhibitions or events. This is the model casting area where molds are used to pour casts for models. As we continue, we see the exhibits finishing area where touch-up and painting is done.	Lead the group up the ramp. Point out the features of the building as they come into view.

Area Name	Description	Directions to Next Area
	Here is the storage area for materials. Also, in this area is the shop equipment such as table saws, lathes, etc., used to fabricate the exhibits. [Pointing up at the mezzanine] Here is additional storage currently being used by the Information Resources Directorate (IRD) for various kinds of equipment. This storage does not necessarily relate to the exhibits function, but may be for equipment handled by the contractor for the IRD audiovisual portion of the contract.	
	This is the fine finishing area. Fine touch-up painting and photo mounting takes place here. This is also where administrative duties are performed.	Continue up the stairs over the finishing area.
	This is the expanded office space and conference room. Administrative duties are performed in this area as well. The room just before the conference room is for artifact storage. These are usually items/equipment that has flown in space or been used in training or for engineering purposes. We use these artifacts for public display. This is a secured, climate-controlled room. This concludes this portion of the tour.	Enter the door at the top of the stairs and walk down hallway.
		Group boards the bus.